



*Exciting Career Opportunity!*

### **BENEFITS OF WORKING FOR AOC**

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical Leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Deferred College Tuition Program (GET)
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs

### **WHERE IS AOC LOCATED?**

**T**he Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

## **Administrative Office of the Courts JOB #2015-013-M02**

### **STAFF SERVICES REPRODUCTION CLERK (PART-TIME)**

>[Click Here for Further Information](#)<

**SALARY:** \$13,902 TO \$17,964 per year DOQ  
(salary reduced to reflect half time)

**LOCATION:** Olympia, Washington

**OPENS:** April 6, 2015

**CLOSES:** April 20, 2015

**This is a half time position that will work  
Monday through Friday, 2:00 p.m.—6:00 p.m.**

### **Primary Purpose**

Operates and maintains reproduction and bindery equipment and performs a variety of other warehousing, facility maintenance and clerical tasks associated with the staff services provided to AOC.

### **Distinguishing Characteristics**

Reporting to the Staff Services Manager, work is performed within established guidelines and defined procedures. Work products are subject to review and approval. Frequently interacts with AOC staff to provide services.

### **Duties and Responsibilities**

#### **Reproduction Duties**

Operates and maintains reproduction and bindery equipment including troubleshooting, adjusting, and correcting equipment malfunctions; requests equipment repairs as needed.

**T**he Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

## **AGENCY-WIDE VALUES & COMPETENCIES**

### **Agency Values**

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

### **Behavioral Competencies**

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Assists in routine operation and maintenance of specialized equipment including computerized printing and reproduction equipment.

Assists in the inspection, maintenance, and minor repairs of equipment; orders and maintains inventory of supplies, parts, and equipment used in the reproduction/mail room.

Maintains a systematic procedure for keeping machines loaded and operating; ensures accuracy of all copy jobs.

### **General Duties**

Receives sorts, distributes, prepares, and processes incoming and outgoing mail according to office procedures; performs backup mail delivery as assigned.

Performs physical labor and routine clerical tasks including warehousing, facility maintenance, equipment inventory, record inventory/distribution, messenger service and delivery duties.

Assists Senior Staff Services Clerk with maintaining the AOC stock of emergency supplies and equipment for compliance with the AOC Building Emergency Plan.

Performs building security and monitors Eastside Plaza parking lot for parking violations.

Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Advanced skills in using office software
- Ability to learn and use new computer applications as needed
- Knowledge of website navigation, searches and content updating functions
- Knowledge of grammar, spelling, clerical procedures, office procedures, and agency standards
- Accuracy and attention to detail in the delivery of work products
- Ability to maintain confidentiality
- Communication skills both orally and in writing
- Understands customer expectations and ensures work meets those expectations
- Professionalism in dealing with clients, staff, and management
- Ability to multi-task and effectively work on multiple projects simultaneously

*The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov)*

**SPECIAL NOTE:**

**All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.**

Application materials will be screened for the purposes of determining who will be selected for an interview.

- Effectively manages time to meet deadlines, and work schedules
- Ability to analyze problems and develop recommendations and options
- Keeps the appropriate senior staff informed on specific work assignments

**Qualifications**

High School graduation or GED equivalent **AND:**

- One (1) year of work experience performing duties/responsibilities similar to this job.
  - Valid Washington State Driver's license.
- Ability to lift and move 50 pounds or more.

**The preferred candidate will have:**

Knowledge or experience in the following areas:

- Operation of high volume computerized printing equipment, or equivalent
- Scanning documents for the purpose of electronic archiving
- Shipping & Receiving
- Mail-Room
- Excellent customer service skills

**APPLICATION PROCEDURE**

**To be Considered for this Position, Please Submit:**

- A cover letter specifying how you meet the qualifications of the position (no more than two pages);
- A chronological resume describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC Application for Employment (found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ)).

***Failure to submit the required materials listed above may eliminate your application from consideration.***

Submission by email is preferred: [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov); or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170